

DEPARTMENT OF PUBLIC INSTRUCTION
CHIEF ACADEMIC OFFICER
ACADEMIC SERVICES AND INSTRUCTIONAL SUPPORT
CURRICULUM, INSTRUCTION, TECHNOLOGY AND ACCOUNTABILITY SERVICES

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Public Instruction and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Public Instruction agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

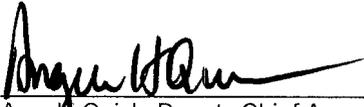
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.** The

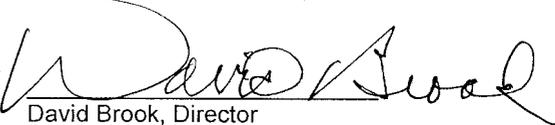
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

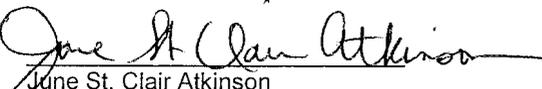
APPROVAL RECOMMENDED


Dr. Gerri W. Batchelor, Chief Records Officer
Department of Public Instruction


Angela Quick, Deputy Chief Academic
Officer


David Brook, Director
Division of Historical Resources

APPROVED


June St. Clair Atkinson
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ITEM 47462. STATE ASSISTANCE TEAM MEMBER FILE.

Records concerning members of teams on loan to the Department of Public Instruction used to evaluate, monitor, and mentor local schools. File includes team member's performance reviews, reference copies of leave requests and travel reimbursements, and other related records. (Program was discontinued in 2007) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records no longer being created by office. Destroy all remaining records in office and the State Records Center immediately.

ITEM 47463. ASSISTANCE TEAMS SCHOOL FILE.

Records concerning the Department of Public Instruction's State Assistance Teams, which reported on the functioning of local schools in both state mandated and voluntary assistance programs. File includes annual reports, which include statistics detailing academic proficiency by ethnicity and gender; assistance plans for low performing schools; needs assessments; and other related records.

DISPOSITION INSTRUCTIONS: Records no longer being created by office. Transfer all remaining records in the State Records Center immediately to the custody of the Archives.

ITEM 47464. ASSISTANCE TEAMS TEACHER EVALUATION FILE.

Reference copies of records concerning evaluations of teachers completed by the State Assistance Teams, which assess the effectiveness of teachers employed by schools participating in the Department of Public Instruction's school assistance projects. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records no longer being created by office. Destroy all remaining records in the State Records Center immediately.

ITEM 49267. LOCAL EDUCATION AGENCY ASSISTANCE PROGRAM (LEEAP)- CENTRAL OFFICE FILE.

Records concerning the Department of Public Instruction's Local Education Agency Assistance Program (LEAAP), which reported on the functioning of central offices and schools in the improvement of student academic performance. File includes annual reports, which include statistics detailing academic proficiency by ethnicity and gender; assistance plans for low performing schools; needs assessments; and other related records.

DISPOSITION INSTRUCTIONS: Records no longer being created by office. Transfer records to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 49266. LOCAL EDUCATION AGENCY ASSISTANCE PROGRAM (LEAAP) MEMBER FILE.

Records concerning members of teams contracted by the Department of Public Instruction to evaluate, monitor, and mentor central offices and local schools in connection with the Department's Local Educational Agency Assistance Program (LEAAP). File includes reference copies of employment contracts, invoices for services rendered, travel reimbursements, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Records no longer being created by office. Destroy in office all remaining records immediately.